



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20040042

OPEN: 02/25/04

CLOSE: 03/10/04

THIS IS A PERMANENT POSITION.

POSITION VACANT: Mathematical Statistician, AD-1529-4. Annual salary ranges from \$83,334 to \$129,864

PROMOTION POTENTIAL: Mathematical Statistician, AD-1529-4.

LOCATION: Directorate for Social, Behavioral, and Economic Sciences, Division of Science Resources Statistics, Office of the Director, Arlington, VA.

RELOCATION: Not Applicable

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement Article VIII.

AREA OF CONSIDERATION: NSF- Wide

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year.

DUTIES AND RESPONSIBILITIES: The individual selected for this position will serve as a Senior Mathematical Statistician and senior technical expert for Quality Assurance within the Division of Science Resources Statistics (SRS). Responsibilities will include implementation of provisions of the Agency Information Quality Guidelines; developing SRS annual submission materials for guidelines reporting and for reviewing and updating the SRS Standards related to quality guidelines; serving as the SRS representative, with full commitment authority, to the NSF working group on implementation of Information Quality Guidelines; evaluating statistical survey and research/analysis study proposals originating in several of the operating programs of the Division; making recommendations regarding the design, development, and adaptation of mathematical statistical methods and techniques to statistical processes of Division surveys and related activities. The individual will have lead SRS responsibility for review of all presentation materials prepared by Division. Provides statistical guidance to SRS staff engaged in making presentations both internal to NSF and to external audiences, including written documents. This will include working with SRS personnel to ensure that presentations accurately present the data, that appropriate statistical techniques and measures are utilized, and that the numbers presented are appropriate. Responsibilities will also include the review of data collection

activities and analyses related to various data collections in the Division. Performs and/or oversees the mathematical statistical components of R&D activities. Responsible for ongoing revision of existing SRS Statistical Standards and making technical recommendations regarding new standards. Will also be responsible for several activities that will increase the usefulness of SRS products within NSF, the academic community, and the Science and Technology enterprise. The focus of this activity will be on those uses that typically require advanced mathematical statistical skills on the part of the user. The individual will have responsibility for contract and grant management including grants, contracts, purchase orders, or interagency agreements. Will develop RFP's; evaluate project proposals; prepare contract and grant award recommendations and interagency funding agreements; manage the projects after award as needed. Responsibilities will also include initiating and implementing policies and procedures for SRS within the statistical, survey design, and research areas.

QUALIFICATIONS REQUIRED: Individuals should possess Ph.D. (or equivalent combination of education and experience), with substantial coursework in research methodology, mathematical statistics, and social science disciplines. Formal education or equivalent experience with sophisticated survey and mathematical statistical techniques are necessary and must be sufficient to apply state-of-the-art statistical methods, data collection techniques, statistical sampling, imputation and analysis techniques, mathematical theory, and continuing quality improvement methods.

QUALITY RANKING FACTORS:

- Ability to conduct and implement statistical or methodological special studies or projects, such as Quality Assurance programs, from the planning stage to full implementation.
- Ability to review for statistical and methodological issues complex survey designs, data, and analysis for publication in formal, peer-reviewed reports.
- Ability to provide advice and consultation to others on difficult methodological and statistical issues in a constructive and collegial manner.
- Ability to develop and maintain time schedules and project management systems and information for a survey, methodological project, or major statistical project.
- Ability to monitor contracts and grants.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisal, letter(s) of recommendation, and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period may also be required.

HOW TO APPLY: You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). You must also submit a current Performance Appraisal or letter(s) of recommendation from professionals who can comment on your capabilities. In order to ensure full consideration, it is recommended that you submit a supplemental statement, which specifically addresses how your background and experience relate to each Quality Ranking Factor, listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: ♦ your country of citizenship. ♦ Your social security number. ♦ Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether they are semester or quarter hours. ♦ Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. ♦ If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20040042. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Myra Loyd, on (703) 292-4363. Hearing impaired individuals may call TDD (703) 292-8044 or (800) 281-8749 .

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- | | |
|---|---|
| 01 - Newspaper (specify) _____ | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office
(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or
Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine
(specify) _____ | 13 - School or college counselor or other official |
| 05 - Affirmative Action Register | 14 - Private job Information service |
| 06 - Attendance at conference, meeting or job fair
(specify) _____ | 15 - Private employment service |
| 07 - NSF recruitment at school or college | 16 - Friend or relative working at NSF |
| 08 - Colleague referral | 17 - Friend or relative not working at NSF |
| 09 - NSF Bulletin | 18 - NSF website |
| | 19 - Internet or other website |
| | 20 - Other (specify) _____ |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;
6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs
and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER